

# Retention and Classification Report

**Agency:** Washington County School District (Utah). Dixie High School  
(1653)  
350 East 700 South  
St. George, UT 84770  
673-4682

## Records Officer

85247 Official transcripts  
85212 Student cumulative files

**AGENCY:** Washington County School District (Utah). Dixie High School

**SERIES:** 85247

3

**TITLE:** Official transcripts

**DATES:** 1964-

**ARRANGEMENT:** chronological, thereunder alphabetical by student's name

**DESCRIPTION:**

This card is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission and employment. The card includes the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains the following information: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, and in most cases, test scores, class ranking, grade point average, and social security number. Class rolls may take the place of missing official transcripts.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

**AUTHORIZED:** 07/11/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office for 50 years and then

**AGENCY:** Washington County School District (Utah). Dixie High School

**SERIES:** 85247

**TITLE:** Official transcripts

(continued)

destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99

**AGENCY:** Washington County School District (Utah). Dixie High School

**SERIES:** 85212

3

**TITLE:** Student cumulative files

**DATES:** 1971; 1977-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name of student

**DESCRIPTION:**

1971, Utah Permanent Student Record Form.

**RETENTION:**

Retain 50 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office for 50 years and then destroy.

**APPRAISAL:**

Administrative Legal

Retain for student record information and then destroy.

**AGENCY:** Washington County School District (Utah). Dixie High School

**SERIES:** 85212

**TITLE:** Student cumulative files

(continued)

**PRIMARY CLASSIFICATION:**

Public